

City of Richmond

*City Hall
900 East Broad Street*



Meeting Minutes

Tuesday, August 26, 2025

3:30 PM

5th Floor Conference Room of City Hall

Commission of Architectural Review

[PDRPRES
2025.021](#) Public Access Information - Commission of Architectural Review

Attachments: [Public Access and Participation Instructions -COMMISSION OF
ARCHITECTURAL REVIEW.pdf](#)

Call to Order

The meeting was called to order at 3:31p.m.

Roll Call

Present -- 7 - * Commissioner Coleen Bulter Rodriguez, * Commissioner Andrew Moore, * Commissioner John Grier, * Commissioner Larry Nutt, * Commissioner Gina Marie Hill, * Commissioner Erik Bootsma and * Commissioner Catherine Easterling

Absent -- 1 - * Commissioner Emily Striffler

Approval of Minutes

There were no minutes for approval.

Secretary's Report

Administrative Approval Report

Enforcement Report

1. [ID.2017.468](#) NRHP Nomination - Woodlawn Cemetery

Attachments: [Woodlawn Cemetery NRHP Nomination.pdf](#)

A motion was made by Commissioner Hill, seconded by Commissioner Rodriguez to support the NRHP nomination of Woodland Cemetery. The Commissions support for the nomination will be sent to the state review board.

The motion carried by the following vote:

Aye -- 7 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma and Commissioner Catherine Easterling

CONSENT AGENDA

A motion was made by Commissioner Nutt, seconded by Commissioner Rodriguez, to move item #5 4101 hermitage Road to the Consent Agenda.

The motion carried by the following vote:

Yes: (7) BOOTSMA, EASTERLING, GRIER, HILL, MOORE, NUTT, RODRIGUEZ
No: (0)
Recused (0)
Absent (1) STRIFFLER

2. [COA-170380-2025](#) 9 North 30th Street - Replace stucco with cementitious siding.

Attachments: [Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Hill, seconded by Commissioner Easterling, to approve this application as submitted for the reasons stated in the Staff Report.

The Motion carried by the following vote:

Aye -- 7 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma and Commissioner Catherine Easterling

3. [COA-170385-2025](#) 2614 West Grace Street - Replace wood fence with new masonry fence.

Attachments: [Application & Plans](#)
[Staff Report](#)

This Application for a Certificate of Appropriateness was withdrawn by the applicant.

5. [COA-170384-2025](#) 4101 Hermitage Road - Construct a new brick addition to the rear of the property.

Attachments: [Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Hill, seconded by Commissioner Easterling, to approve this application for the reasons stated in the Staff Report provided that the following conditions are met: Windows be wood or aluminum clad wood and have simulated divided lights, final window specification submitted for administrative approval; and final exterior door specifications be submitted for administrative review and approval; and the new addition be differentiated from the existing building. Means of differentiation may include, inseting the north and south elevation walls of the addition slightly from the existing building or the inclusion of an inset course of brick between the new addition and the existing building on the north and north and south elevations.

The Motion carried by the following vote:

Aye -- 7 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma and Commissioner Catherine Easterling

REGULAR AGENDA

4. [COA-170378-2025](#) 1600 Monument Avenue - Extend COA-039284-2018 to "Install four-foot high brick screening wall, new twenty-foot light poles, and add twenty two parking spaces"

Attachments: [Application & Plans](#)
[Staff Report](#)

The applicant requested that the Commission continue this item to a later meeting date.

A motion was made by Commissioner Nutt, seconded by Commissioner Hill, to continue this item at the request of the applicant.

The motion carried by the following vote:

Aye -- 7 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma and Commissioner Catherine Easterling

6. [COA-170347-2025](#) 13 East Franklin Street - Remove 3-sided projecting bay on side elevation and replace with 6 over 6 window.

Attachments: [Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Bootsma, seconded by Commissioner Hill, to defer this application for the reasons stated in the Staff Report. Specifically, the Commission found that the three-sided projecting bay is a documented historic and character-defining feature of the property, and further recommends that the applicant work with staff to propose more appropriate solutions. Additionally the deferral will allow the application time to:

- provide documentation to evaluate stabilization/repair alternatives rather than removal, and to work with staff to propose more appropriate solutions
- Preserve the bay as both a historic and functional element integral to the property's design.
- Submit reinforcement alternatives of the bay's structural supports.
- Perform in-kind repair of trim and entablature if deteriorated.

The motion carried by the following vote:

Aye -- 7 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma and Commissioner Catherine Easterling

7. [COA-170349-2025](#) 806 Jessamine Street - Replace 3 vinyl windows on main elevation with 6 over 6 SDL wood windows; alter porch railing style; repaint siding and front door with new colors

Attachments: [Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Easterling, seconded by Commissioner Rodriguez, to approve this application for the reasons stated in the Staff Report provided that the following conditions are met: The new wood windows installed on the façade be six-over-six with simulated divided lights, final specifications sent to staff for review prior to installation.

The motion carried by the following vote:

Aye -- 7 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma and Commissioner Catherine Easterling

8. [COA-170382-2025](#) 2426 Venable Street - Replace vinyl windows with wood or aluminum 6 over 6 windows with SDLs; rebuild cornice in-kind to match original historic design; replace vinyl siding on the front elevation with unbeaded cementitious lap siding.

Attachments: [Application & Plans](#)
[Staff Report](#)

A motion was made by Commissioner Hill, seconded by Commissioner Rodriguez, to approve this application for the reasons stated in the Staff Report provided that the following conditions are met: Replacement vinyl siding be removed from the sides and rear and the applicant install new lap wood siding or fiber cement siding; if it exists, any salvageable wood siding be relocated to the façade. Documentation of the salvageable siding submitted to staff for review. If there is no original siding left, or it is deteriorated beyond repair, the installation of fiber cement siding on the façade will be approved; all new windows have a six-over-six pane configuration, have SDL's; window openings must be adjusted to reflect the original dimensions based off of physical and photographic documentation, new window dimensions submitted for Chair and Vice Chair Review; new window trim be installed to match the dimension and profile of the trim that has been removed from the building and based on photographic documentation; the center chimney be reconstructed to match the original in design and location, using as many salvageable bricks removed from the property as possible; the built-in gutter have the same detailing, molding, and profile as the original; the design of the reinstalled corbels match the original as closely as possible and align with the edges of the window tops, final design submitted for Chair and Vice Chair approval; the asphalt shingles be replaced on the main roof of the house with a standing-seam metal roof to match the original; and final roofing materials submitted for administrative review and approval.

The motion carried by the following vote:

Aye -- 7 - Commissioner Coleen Bulter Rodriguez, Commissioner Andrew Moore, Commissioner John Grier, Commissioner Larry Nutt, Commissioner Gina Marie Hill, Commissioner Erik Bootsma and Commissioner Catherine Easterling

CONCEPTUAL REVIEW

None

Adjournment

The meeting was adjourned at 4:54p.m.